

Department of the Army  
Headquarters, U.S. Army  
Sustainment Command  
1 Rock Island Arsenal  
Rock Island, IL 61299-6500

\*ASC Regulation 25-3

2 Oct 06

## Information Management

### COMMANDING GENERAL'S POLICY MEMORANDUMS

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Applicability. This regulation applies to all US Army Sustainment Command (ASC) organizations.

Decentralized printing. Local reproduction of this regulation is authorized.

Supplementation. Supplementation of this regulation is authorized.

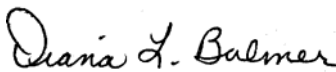
Proponent. The proponent is the Assistant Chief of Staff for Information Management, G-6. Users may send comments/recommendations to HQ ASC(AMSAS-IMP), 1 Rock Island Arsenal, Rock Island, IL 61299-6500, e-mail [rock-amsas-im@conus.army.mil](mailto:rock-amsas-im@conus.army.mil).

Distribution. Approved for electronic distribution from the ASC Pubs Web page at <http://www.afsc.army.mil/im/rcdsmgt/pubs.htm>.

Supersession notice. Replaces AFSCR 25-3, 27 Apr 04.

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FOR THE COMMANDER:

  
DIANA L. BALMER  
Chief of Staff

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<u>Contents</u>	<u>Paragraph</u>	<u>Page</u>
Purpose-----	1	2
References-----	2	2
Policies-----	3	2
Procedures-----	4	2
Reviews and New CGs-----	5	3

1. Purpose. Provide guidance and procedures for identifying, preparing, submitting, and managing the Commanding General's Policy Memorandums (CGPMs), the medium used by the CG to issue personal direction on subjects of major significance and matters requiring consistent and uniform action throughout the headquarters (HQ) and/or command.

2. References.

- a. AR 25-30, The Army Publishing Program.
- b. DA Pam 25-40, Army Publishing Action Officers Guide.
- c. ASC Form 1-2, Coordination, Control, & Information Sheet.

3. Policies.

a. CGPMs provide a means for the CG to express support and provide broad guidance for important programs or issues affecting command missions and employees. While a CGPM provides the CG's intent, it does not provide detailed procedures for implementation.

b. In addition to the CGPM, HQ staff proponents will issue a command regulation, pamphlet, etc., to implement necessary guidance or procedures. Command publications are on the ASC Pubs Web page at <http://www.afsc.army.mil/im/rcdsmgt/pubs.htm>.

c. ASC organizations that provide matrix support to other commands will issue separate CGPMs, as appropriate, using letterhead and the approval process established for each command.

d. The official posting for ASC CGPMs is on the CG's Policy Web page <https://www2.osc.army.mil/asc/cg/cgpolicy/cgpolicy2.htm>. Users not on this domain must obtain the userid/password from their local Information System Security Officer to gain access.

4. Procedures. Proponents should apply the following when preparing CGPMs:

a. Type on letterhead using Times New Roman/12pt/bold font. Generally, CGPMs will not exceed one page to include the signature block. The writing style should be active voice. Write concisely and clearly with the bottom-line first; avoid jargon. Spell out acronyms the first time used.

b. Address the MEMORANDUM FOR line to reflect the specific applicability of the CGPM; e.g; MEMORANDUM FOR All ASC Organizations; or MEMORANDUM FOR All HQ ASC Organizations. Keep in mind that HQ ASC refers only to the internal HQ and ASC refers to the total command to include all subordinate installations and organizations.

c. Type a meaningful subject followed by a dash and ASC Policy Memo #XXX-X, e.g:

SUBJECT: Prevention of Harassment - ASC Policy #690-16

(XXX represents the series selected from DA Pam 25-40, Table H-1 [http://docs.usapa.belvoir.army.mil/jw2/xmldemo/p25\\_40/main.asp#p0H-1](http://docs.usapa.belvoir.army.mil/jw2/xmldemo/p25_40/main.asp#p0H-1); the -X represents a sequential number assigned by the ASC Pubs Control Officer (PCO), G-6, AMSAS-IMP (call x2884 for a number prior to submission for signature)).

d. Staff proposed CGPMs with appropriate organizations; e.g., if implementation would require additional manpower resources/funding, include the G-1, Asst Chief of Staff for Human Resource Management in staffing. When proponent prepares the ASC Form 1-2 signature package, they would summarize the resource/funding information and G-1's recommendations to the CG. Attach a copy of staffing comments/recommendations to the ASC Form 1-2.

e. After signed by the CG, mail the hardcopy or e-mail a scanned PDF version to the ASC PCO for posting to the CG's Policy Web page. After posting, notify the workforce by sending a simple e-mail introduction with a link to the CG's Policy Web page. When applicable, also indicate that a command publication addressing detailed policies, responsibilities, procedures, etc., is either forthcoming or is already available at <http://www.afsc.army.mil/im/rcdsmgt/pubs.htm>. If forthcoming, include the estimated date NTE 4 months.

5. Reviews and New CGs. Proponents will promptly submit revised CGPMs as changes occur and notify the ASC PCO when they become obsolete. The PCO will initiate periodic reviews to determine continued essentiality. A special review will be done approximately 30 days prior to arrival of a new incoming CG, at which time proponents will be required to resubmit CGPMs for signature upon assumption of command.